



INSTRUCT-O-GRAM

THE HANDS-ON TRAINING GUIDE FOR THE FIRE INSTRUCTOR

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An Officer's Guide to NFPA 1021– Part 3

TASK

The purpose of this month's **Instruct-O-Gram** is to provide fire service personnel with a greater understanding of how to utilize the skill and knowledge components of being a fire service officer, as specified in **NFPA 1021, Standard for Fire Officer Professional Qualifications**.

You will be better able to accomplish this educational process through the use of lecture and the attached checklist.

It is recommended that sufficient copies of the standard be made available so that students can perform required reading assignments.

The development of this training session will require the instructor to do a great deal of reading and preparation.

INTRODUCTION

It is critical for each student to have a basic understanding of his or her role within their fire department. They must know what they are expected to do during each of those suppression and station operations wherein they are to play a role.

Each student should also understand that officers are required in order for an organization to fulfill its mission.

If they have no concept of mission, they may be unable to accomplish the goals and objectives of their organization. In order to better participate in their fire department, students should understand what organizations are.

It is critical that they understand how they personally fit into the overall fire department operation.

CLASS OUTLINE

The instructor should first give the students reading assignments that will allow them to prepare for the training session. The instructor will review the outline with his or her class.

The instructor may wish to use examples, or solicit examples from the students. The instructor may also wish to encourage brainstorming sessions to create an enthusiasm amongst the students. This class will discuss the information contained within NFPA 1021, Chapter 3.

PERFORMANCE OBJECTIVES

1. Upon completion of this class, the student will be able to explain the various elements of Chapter 3 in NFPA 1021.
2. Upon completion of this class, the student will be able to describe those elements of prerequisite knowledge that Fire Officer I individuals should possess in order to move to the rank of Fire Officer II as listed within the standard.
3. Upon completion of this class, the student will be able to explain the concept of Fire Officer II.
4. Upon completion of this class, the student will be able to understand and explain the duties and responsibilities that an individual at the Fire Officer II level must be able to perform as listed within the various subsections of NFPA 1021.

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PRESENTATION OUTLINE

3-1 General

For certification at Level II, a Fire Officer I shall meet the requirements of Fire Instructor I as defined in **NFPA 1041, Standard for Fire Service Instructor Professional Qualifications**, and the job performance requirements defined in Sections 3-2 through 3-7 of this standard (NFPA 1021).

3-1.1 General Prerequisite Knowledge

The Fire Officer II needs to develop an understanding of the organization of local government; the law-making process that is used at the local, state/provincial, and federal level.

It is also important for them to understand how other bureaus, divisions, agencies, and organizations function within their local jurisdiction.

The Fire Officer II must be able to relate these organizations and their roles and responsibilities to those of the fire service.

3-1.2 General Prerequisite Skills

In this area, the Fire Officer II will learn and be able to explain the concept of intergovernmental and interagency cooperation.

Fire departments operate within the confines of a given system.

Candidates must understand the roles of all parties and be able to create a working relationship that will work when the time comes.

This takes a proactive effort on the part of all parties concerned.

3-2 Human Resource Management.

The Fire Officer II must become familiar with the way in which the performances of the members of their group is evaluated.

They must become adept at evaluating the performance of their personnel as it relates to the following job performance requirements.

3-2.1

A Fire Officer II must be able to motivate their members to perform according to the standards of the agency, as per the human resource policies and procedures of their department.

They must be able to understand how to improve the performance of their people. The standard states that a Fire Officer II must perform according to the following:

- (a) **Prerequisite Knowledge:** Human resource policies and procedures, problem identification, organizational behavior, group dynamics, leadership styles, types of power, and interpersonal dynamics.
- (b) **Prerequisite Skills:** The ability to communicate verbally and in writing, to solve problems, to increase teamwork, and to counsel members.

3-2.2

In order to do their job properly persons at the Fire Officer II level must be able to assess the job functioning of their personnel.

They must be able to review personnel records and evaluation forms, so individual performance can be evaluated in accordance with the appropriate human resource policies and procedures.

This requires them to be able to communicate and write in an effective manner.

3-3 Community and Government Relations

The Fire Officer II must understand how to deliver life safety, injury, and fire prevention education programs.

They must be able to review and deliver lesson plans, deliver public education programs and reach their target audience.

This requires an individual to be able to communicate effectively to people who are not in the fire service.

They must learn how to work with all different ages and social classes.

3-4 Administration

In order to function in non-firefighting, administrative roles, a Fire Officer II has to understand what a budget is and what their role should be in preparing budget

requests, public relations releases, and policy changes.

Further, they must be capable of creating recommendations for policy changes and alterations in department procedure.

It is critical for them to be able to recognize the need for change, so that their recommendations identify the problem and target an adequate solution.

A Fire Officer II must be able to communicate in writing, analyze data and possess the necessary problem-solving skills.

The same holds true for operating within the budgetary field.

They must be able to ensure that the request is in the proper format and is supported with a sufficient amount of supporting data.

All of the skills described in this section revolve around the basic organizational concepts of communications and decision-making.

3-5 Inspection and Investigation

A critical, non-firefighting aspect of the Fire Officer II skill set involves conducting inspections to identify hazards and address violations and conducting fire investigations to determine origin and preliminary cause, according to the following job performance requirements.

They must be able to define each of the hazard and occupancy types and be able to describe the procedures for conducting fire inspections in each of them.

There is an extensive set of occupancies listed in the standard.

The Fire Officer II must possess sufficient knowledge and training so that they are able to operate in environments including hazardous materials.

They must be able to complete all forms properly and ensure that appropriate correctional actions are initiated.

They must possess an in-depth knowledge of Inspection procedures; fire detection, alarm, and protection systems; identification of fire and life safety hazards; and marking and identification systems for hazardous materials.

The standard skills of communication, decision-making and report writing form a critical part of this level of operations.

3-6 Emergency Service Delivery

The NFPA 1021 standard is quite specific as it describes this duty.

The duties of the Fire Officer II involve supervising multi-unit emergency operations, conducting pre-incident planning, and deploying assigned resources, according to the prescribed job requirements of the authority have jurisdiction.

They must be able to produce operational plans for multi-unit operations.

They must be able to use required resources for the completion of assignments.

They must employ the greatest level of safety considerations for the successful control and completion of incident assignments.

The Fire Officer II must be able to use standard operating procedures; national, state/provincial, and local information, and any other resources that may be available for the handling of hazardous materials under emergency situations; basic fire control and emergency operation procedures; an incident management system; and a personnel accountability system.

This requires that the Fire Officer II possess the ability to implement an incident management system, to communicate verbally, and to supervise and account for assigned personnel under emergency conditions.

3-7 Safety

This duty involves reviewing injury, accident, and health exposure reports, identifying unsafe work environments or behaviors, and taking appropriate action to prevent reoccurrence, according to the following job requirements.

A Fire Officer II must possess the ability to analyze accidents, injuries, or health exposure histories.

They must understand the causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths, and be able to communicate the results of their findings in writing.

In order to achieve the highest level of success, they must be able to interpret accidents, injuries, occupational illnesses, or death reports.

SUMMARY

This is the third in a periodic series of **Instruct-O-Grams** designed to assist you in understanding the National Fire Protection Association's standard for fire officer development.

We would urge you to retain each of these IOGs in your training files, in order to allow for the orderly delivery of officer's training.

We urge you to conduct a complete review of this standard prior to conducting any classroom sessions.

We would also recommend that a copy of the standard be made available to each student. For volume discounts, contact the National Fire Protection Association at 617-770-3000. You may also visit them on the Internet at www.NFPA.org.

An instructor can successfully conduct this training session only if he or she devotes the necessary time to learning the full import of the standard.

This task can only be accomplished through the mechanisms of continually reading, reviewing, and discussing the standard with other members of the fire service.

INSTRUCTOR AND STUDENT REFERENCE

NFPA 1021 - Standard for Fire Officer Professional Qualifications, 1997 Edition

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